

Document Information System Record Entry Form

Project Information

Work Order Number: _____
As shown on document

Project Name: _____
As shown on document

Facility Name: _____
As shown on document

Building Number: _____ Multiple Buildings: ☐
One only SIS Building Number, if applicable. If more than one building, write the number for the main building above and check the box. Write all the additional SIS Building Numbers below.

Additional Building Numbers _____

Document Information

Library Name: _____
Name of library where document is located.

File Location: _____
Library file number or location. (First file location if more than one)

Approval Date: _____
Date of document approval or completion.

Document Type: CHECK only one Document Comment: _____

	REPORT – GENERAL	Sheet Size _____
	SOILS REPORT	Media Type (eg. Sepia, Vellum or Xerox or etc) _____
	STRUCTURAL CALC	Sheet number and Type (eg. T-1, A-10 etc) _____
	CONTRACT	
	SPECIFICATION	
	DRAWINGS	
	PUBLICATION	

Original: Y or N
(Circle one)

Requested by:

Print name of person requesting record entry

Signature of person requesting record entry

Date